

**FACULTY SENATE                      SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 21-A-04**

**Approved by the Faculty Senate  
DATE**

**BRIEF SUMMARY:** This resolution makes changes to the Graduate Faculty section, Chapter 2, Section D, Subsection 6, of the Faculty Handbook to provide clarity to graduate faculty status procedure.

**Graduate Faculty**

**BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the procedure portion of the Department Chairs section of the faculty handbook (Chapter 1, Section F, Subsection 9) will be replaced by this bill.

**TITLE OF SECTION: Procedure**

**Procedures** Faculty Senate Bill 12-A-12 begins here

**Variable Load Assignment**

A plan for the variable load assignment should be developed by the faculty member in consultation with the chairperson, and then be approved by the dean. Included in the plan must be a list of anticipated outcomes that will result from the variable teaching assignment (for example, completed theses or creative projects under the guidance of the faculty member, publications, preparation of grant applications).

The primary responsibility for making a variation in the teaching assignments for graduate faculty members with significant graduate responsibilities rests with the dean of the college. These arrangements should be recommended by the appropriate department chairperson to the dean and approved by the Provost.

**b. Graduate Faculty Responsibilities, Expectations, and Appointment**

It is the responsibility of the faculty member and their department chairperson to provide adequate evidence of the individual's eligibility for appointment as a graduate faculty member. Department chairpersons in their appraisal of the application must verify that data presented in the request meet the criteria established as qualifications for membership in the graduate faculty. Professional qualifications should include the appropriate doctoral degree, or the terminal degree appropriate to the discipline, or evidence that clearly demonstrates the necessary professional competencies. In no case will

43 an appointment be made where an individual's academic and professional qualifications do  
44 not exceed those of the students.

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46 Departments are expected to update annually their graduate faculty roster. Additionally,  
47 every five years, department chairpersons are asked to verify that each member of the  
48 graduate faculty has been actively involved in decisions affecting graduate education at the  
49 departmental level and has taught at least one 600- or 700- level course or two 500-level  
50 classes with graduate students enrolled or has supervised graduate student research,  
51 graduate independent studies, etc., and has maintained a record of active scholarship.

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### 53 **Regular Graduate Faculty**

54 Members of the regular graduate faculty are responsible for:

- 55 1. Chairing and serving on master's and specialist's advisory committees.
- 56 2. Directing master's theses, graduate papers and projects, and specialist degree papers and  
57 internships.
- 58 3. Teaching graduate-level courses and directing graduate-level research.
- 59 4. Electing and serving on the Graduate Council and its committees.
- 60 5. Serving as a departmental or extra-departmental examiner for final graduate oral or  
61 written examinations.
- 62 6. Assisting in the preparation and evaluation of master's comprehensive examinations.
- 63 7. Providing leadership in improving the quality of graduate education.
- 64 8. Serving as graduate student advisors.
- 65 9. Demonstrating annually graduate research, creative/scholarly effort, or service.
- 66 10. Meeting annually as graduate faculty with the Dean of Graduate Studies.

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68 Regular graduate faculty members are expected to:

- 69 1. Hold an earned doctorate or the appropriate terminal degree for those disciplines in  
70 which the doctorate is traditionally not required or available.
- 71 2. Be full-time employees of Southeast Missouri State University and members of the  
72 instructional unit to which the appointment is proposed.
- 73 3. Have competence in the discipline in which the appointment is proposed as  
74 demonstrated by prior study, teaching experience, research, scholarly activity, and  
75 professional practice.
- 76 4. Provide evidence of peer-reviewed scholarship or creativity as appropriate to the  
77 discipline.

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79 Appointment to the regular graduate faculty should be by:

- 80 1. Recommendation of the department chairperson.
- 81 2. Endorsement of the college dean.
- 82 3. Approval by the Dean of Graduate Studies.

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84 At the time of application, the Dean of Graduate Studies should be supplied with full  
85 documentation supportive of the recommendation of the department and college.

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87 **Associate Graduate Faculty**

88 Members of the associate graduate faculty are responsible for:

- 89 1. Teaching graduate-level courses.  
90 2. Serving on master's committees.  
91 3. Directing master's graduate non-thesis, papers, and projects.  
92 4. Serving as departmental examiners for final oral examinations.  
93 5. Assisting in the preparation and evaluation of master's comprehensive examinations.  
94 6. Serve as graduate student advisors

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96 Associate graduate faculty are expected to:

- 97 1. Meet educational and/or experiential requirements for graduate-level instruction, which  
98 may be any one of the following:  
99 a. Have completed all requirements for the terminal degree except the dissertation  
100 b. Have completed most requirements for the terminal degree where a doctorate is  
101 not an expectation.  
102 c. Have a graduate degree in the discipline that is at or above the level of the courses  
103 being taught AND tested experience deemed equivalent to a level above the courses  
104 being taught. Requirements and the review process must be well-defined and  
105 documented by the department.  
106 2. Be a full-time employee of Southeast Missouri State University and a member of the  
107 instructional unit in which the appointment is proposed.  
108 3. Have competence in the discipline in which the appointment is proposed as  
109 demonstrated by prior study, by teaching experience, research, scholarly activity, creative  
110 projects, and professional practice.

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112 Appointment to the associate graduate faculty should be by:

- 113 1. Recommendation of the department chairperson.  
114 2. Endorsement of the college dean.  
115 3. Approval by the Dean of Graduate Studies.

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117 At the time of application, the Dean of Graduate Studies should be supplied with full  
118 documentation supportive of the recommendations of the department and college.

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120 **Adjunct Graduate Faculty**

121 Members of the adjunct graduate faculty are individuals who are authorized to teach  
122 graduate/dual-enrollment classes or serve on master's committees.

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124 Adjunct graduate faculty are expected to:

- 125 1. Meet educational and/or experiential requirements for graduate-level instruction, which  
126 may be any one of the following:  
127 a. Have completed all requirements for the terminal degree except the dissertation

- 128            b. Have completed most requirements for the terminal degree where a doctorate is
- 129            not an expectation.
- 130            c. Have a graduate degree in the discipline that is at or above the level of the courses
- 131            being taught OR tested experience deemed equivalent to a level above the courses
- 132            being taught. Requirements and the review process must be well-defined and
- 133            documented by the department.
- 134            2. Be employed less than full-time by Southeast Missouri State University or
- 135            recommended by the department chairperson and endorsed by the college dean (see
- 136            below).
- 137            3. Be appointed for each specific course they are employed to teach and not need
- 138            reappointment each subsequent time the same course is taught.

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Appointment to the adjunct graduate faculty should be by:

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- 141            1. Recommendation of the department chairperson.
- 142            2. Endorsement of the college dean.
- 143            3. Approval by the Dean of Graduate Studies.

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At the time of application, the Dean of Graduate Studies should be supplied with full documentation supportive of the recommendation of the department and college.

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Approved Faculty Senate Bill 12-A-12, President Review 5/14/12, 15 Day Review 11/15/12

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**PROCEDURES**

Action	Date
Introduced to Senate	11/17/2021
Second Senate Meeting	3/30/2022
Faculty Senate Vote	
President’s Review	
15 Day Review	
Posted to Faculty Handbook	

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